

Arizona Commission on the Arts

**Guide to Grants for
Organizations and
Schools
2012-2013**

Fiscal Year 2013 Grants

FESTIVAL PROJECT GRANTS

Grant Deadline: Thursday, March 15, 2012

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OVERVIEW

Project Grants assist organizations in their efforts to provide quality arts programming, and are awarded to assist with the costs of connecting artists (or their artistic work) with communities. These arts experiences create the public value for the arts and the rationale for the investment of public funds.

Due to reductions to the Arts Commission's grantmaking budget, all discipline-based Project Grants – except for Festival Project Grants – have been put on hiatus for 2010-2013, fiscal years 2011, 2012 and 2013 cycles. The Arts Commission will not accept any Project Grant applications besides Festival Project Grants for the Thursday, March 15, 2012 deadline.

Festivals: A Definition

Festivals allow communities to share cultural traditions which can create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts and can serve as a bridge to new kinds of arts attendance. Festivals may be multidisciplinary in scope and often feature arts education opportunities. Festival activities can include music, dance, art, food and traditional demonstrations, but also may be specific to an artistic discipline.

Organizations applying for a Festival Project Grant must meet the Arts Commission's definition of a festival as described above. For further clarification on eligible festival projects, please refer to the ***Festival Project Grants Do Not Fund List***.

Please note: Art Commission staff have final authority to determine Festival Project eligibility. Additionally, applications must have at minimum a \$3,000 festival budget with at least \$1,500 in a combination of artist fees (travel, lodging and per diem included), marketing, promotional, space rental and production expenses. Applications that do not fit within this framework will not be moved forward to panel review.

Festival Project Grants Do Not Fund

- Organizations and schools that received Arts Commission funding in fiscal year 2011 but failed to file a final report by August 2, 2011
- Performing Arts or Multidisciplinary Organizations' Seasons
- Applications submitted by for-profit organizations
- Projects involving construction of facilities
- Debt reduction
- Food and beverages for receptions and hospitality functions
- Fundraising projects
- Scholarships, awards and competitions
- Producing organizations to tour or present themselves
- Conferences, symposiums and the like
- Religious institution-led or religious group-sponsored projects not open to participation by non-congregants
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals, or which exist as parts of religious sermons or services
- Equipment/capital expenditures
- Regranting
- Indirect costs
- Lobbying expenses
- College or university-sponsored projects not open to participation by the community outside the university setting
- Staff or board members of the applicant organization
- Any costs other than those delineated in the Guide to Grants and relevant Funding Eligibility Scales and Eligible Fees charts

Eligibility

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview document.

During the 2012-2013, fiscal year 2013 grants cycle, Metro Phoenix/Metro Tucson organizations may not apply for support for both a **Festival Project Grant** and a General Operating Support (including **Organizational Development Grant, General Operating Support Levels I, II, or III, or Basic/Locals Aid**).

If a Metro Phoenix/Metro Tucson applicant submits a Festival Project Grant application as well as an application in any GOS area, the applicant will be asked to withdraw one of the applications prior to the panel review.

Program requirements at the time of application:

- 1 successful year of arts related programming
- Minimum comprehensive festival budget of \$3,000 excluding in-kind support
- Must be a nonprofit organization, government entity or have a fiscal sponsor

Eligible fees must be itemized and entered in the correct corresponding budget lines.

For specific eligibility information related to this grant area, refer to the following charts.

***NOTE ***	
Numbered headings correspond to Project budget lines in the EGOR online application	
<u>2. CONTRACTED SERVICES</u>	
a) Artists including travel/ per diem	
Guest artist fees	
Guest artist travel expenses (including lodging)	
<u>3. PRODUCTION EXPENSES</u>	
Includes insurance, and sound and lighting equipment rental for the project only.	
<u>4. SPACE RENTAL</u>	
Includes stage and space rental for project only.	
<u>6. MARKETING/ PROMOTION</u>	
Includes media ads, graphic design, website maintenance, promotional material and printing costs.	

Eligibility (continued)

Festival Project Grant	ELIGIBILITY (must meet both requirements)		AWARD
	Minimum comprehensive festival budget must be:	Minimum Production, Marketing, Space Rental and Artist Fees (including travel, lodging & per diem)	Flat Grant Amount:
	\$3,000 minimum	\$1,500	\$1,500*

Festival Project Grant – Minimum/Maximum Grant Award: Flat Grant Amount of \$1,500

Festival Project Grant awards are flat grants of \$1500* and must be matched by the organization's contribution of at least \$1,500.

While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants unless the contribution meets the following definition: *Donated services are recognized as contributions if the services (a) create or enhance non-financial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. The fair value of volunteer services cannot be recognized as eligible in-kind revenue, as they do not meet the criteria for recognition under generally accepted accounting principles.*

*Based on the availability of Arts Commission funds, up to 10 of the grant review panels' top-ranked festivals may receive merit-based \$1,000 awards *in addition* to the flat \$1,500 Festival Project Grant award, as well as an "Arizona Commission on the Arts Superfestival" distinction for the grant cycle.

FUNDING CRITERIA

The following criteria are the basis for the panel review of the Festival Project Grant applications and relate to the four narrative sections of the online application:

- Artistic quality and creativity of the project (for service organizations, *Quality of service*)
- Ability of the project to serve the needs of their community, as defined by the applicant
- Managerial/administrative ability of the applicant organization to carry out the proposed project and properly administer funds granted
- Appropriateness of the applicant's budget to carry out the proposed project

Panelists will use a Ranking Tool to review applications. The Festival Ranking Tool is available at: <http://www.azarts.gov/grants/organizations-and-schools/guides/>.

ADDITIONAL REQUIREMENTS AND INFORMATION

Cultural Data Project (CDP) Funder Report

The Arizona Cultural Data Project (CDP) is a powerful online management tool designed to strengthen arts and cultural organizations. Organizations enter financial, programmatic and operational data into a standardized online form and can then use the CDP to produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making. Organizations can also generate reports as part of application processes to participating grantmakers.

All applicants to the GOS and Festival Project Grant categories are required to submit their organization's budget information using the Arizona Cultural Data Project. Applicants must then generate a CDP Funder Report consisting of at least 2 most current fiscal years worth of financial data through the Arizona CDP website. *Applicants not utilizing CDP will be considered ineligible.*

Applicants are strongly encouraged to identify any additional entries or trends in the CDP profile that may warrant explanation or additional information which would help the review panelists better understand any special circumstances or activities not otherwise apparent in the application narrative or in this report.

Along with the CDP Funder Report, the Arizona Commission on the Arts requires that Festival Project Grant applicants continue to provide a standard project budget in EGOR.

While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants unless a contribution meets the following definition: *Donated services are recognized as contributions if the services (a) create or enhance non financial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. The fair value of volunteer services cannot be recognized as eligible in-kind revenue, as they do not meet the criteria for recognition under generally accepted accounting principles.*

Registering with the Cultural Data Project:

1. Visit www.azculturaldata.org.
2. Select and complete the "New User Registration" on the right side of the homepage.
3. Complete *two most current* fiscal year CDP data profiles.

Submitting the CDP Funder Report in EGOR:

1. From the CDP website, select "Funder Reports" and choose the most current and complete fiscal year from the drop down menu.
2. Save a copy of the Arizona Commission on the Arts Funder Report to your computer.
3. In EGOR, select "Submit Applications" and you will have access to the "Application Navigation" panel on the left side of EGOR.
4. Select the tab titled "Supplementary Materials."
5. Select "Upload New Document."
6. Select "Browse" to find your saved CDP Funder Report and select "Upload."

Submitting CDP Budget Variance Notes in EGOR:

1. Use the Budget Information Section in EGOR to submit budget notes. Explain in-kind support, variances over 15%, and debt or cash reserves.

The CDP Funder Report will be panel reviewed and evaluated under the *Review Criterion: Appropriateness of Budget*. *Applications will be considered incomplete without the inclusion of a CDP Funder Report.* This grant condition must be met before an organization's application is considered eligible for panel review.

Please contact Patrick Fanning, Arts Learning and Special Projects Coordinator at 602-771-6529 or pfanning@azarts.gov for questions related to the Cultural Data Project and/or the CDP Funder Report.

Required Supplementary Materials

Organizations are required to submit all of the following supplementary materials in support of Festival applications.

The required supplementary materials must be uploaded to EGOR. Required Supplemental Materials will no longer be accepted via postal mail. Required supplementary materials will not be returned to the applicant.

The following materials are REQUIRED and must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.
- CDP Funder Report (must include *at least* 2 most current fiscal years worth of financial data). See page 6 for description. www.azculturaldata.org
- In-Kind Support List. List of in-kind support committed to the project outlined in the application, and from whom (no more than 1 page).
- 3-Year Arts Programming List. A list of the previous, current and upcoming years' arts programming (no more than 3 pages). Describe or annotate the program statements to help panelists understand the nature of the organization's programs.
- Current Staff List (or Volunteer List, if your organization is an all-volunteer organization). Please list full name and position, and number of years with organization.

COMPLETING AN ONLINE PROJECT APPLICATION IN EGOR

Application Narrative

Applicants are asked to address the following questions within the application and are asked to identify staff, board and project directors, and grant and audience type.

In addition, applicants will be asked to describe the history of the organization in presenting, producing or serving the arts (1600 characters maximum). The required history narrative should be used to address organizational history *as related to the grant category program requirements*.

In EGOR, questions require yes/no or short form responses unless a character count is indicated. Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application.

Applicants will be required to answer all questions completely in the text boxes provided. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality

- Describe the project and the artistic quality and creativity of the project. 500 characters maximum.
- Describe your goals for this project and outline your measures of success, corresponding to your stated goals. 3000 characters maximum.
- Provide a one-paragraph bio for each guest artist, company or consultant that will be engaged in this project. 675 characters maximum per bio.

Review Criterion: Community Needs

- Describe the community(ies) this project will serve during the funding period and describe the methods employed to determine the community's needs. 350 characters maximum.
- How many audience members/participants did you serve with public programs during the past season or year?
- How many people do you expect to reach with this project? Keep in mind that projects which seek to deepen the experience for participants may reach a smaller number of people.
- Are you serving schools? If yes, how many?
- Describe how your project will serve the community(ies) you have indicated the project will serve during the funding period. Please consider your mission as you craft your response. 2450 characters maximum.

Review Criterion: Administrative and Managerial Ability

- Describe your organization's ability to manage this project and properly administer a grant made up of state and federal funds. 1600 characters maximum.

Review Criterion: Appropriateness of Budget

- Complete a project budget in EGOR, and a two-year budget using CDP (www.azculturaldata.org). Upload the CDP Funder Report to EGOR.
- Provide budget notes through EGOR in the Budget Information section to explain in-kind support, variances over 15%, and debt or cash reserves.

STAFF CONTACTS

Please contact Jennifer Tsukayama, Director of Strategic Partnerships at 602-771-6531 or jtsukayama@azarts.gov for questions related to Festival Project Grants.

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to EGOR, the Electronics Grants Online Resource.